



PUBLIC RECORDS REQUEST

If your request exceeds over 1 hour of staff time you will be contacted prior to proceeding for authorization to continue. **Time in excess of first hour will be at \$33.58 per hour per CRS 24-72-205(6)(b).** Deposit may be required. All fees must be paid in full prior to release of records.

Signature _____ Date _____

REQUESTOR INFORMATION

Your Name:			
Company Name:			
Email Address:			Phone:

If request is related to a planned development or complex you must provide all individual addresses that you are seeking records or information for. Information is only provided for specific addresses identified on this form.

Subject or Address(s):			
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Reason for Request:			
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Date Range:	_____	to	_____
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Indicate Records Requested and/or Provide Other Details <u>PLEASE BE SPECIFIC</u>	Certificate(s) of Occupancy Active / Open Zoning Code Violations Prior Zoning Code Violations Active / Open Building Code Violations Prior Building Code Violations Building Permit(s)	Site Plan(s) Active / Open Fire Code Violations Last Annual Fire Inspection Vendor Listing Hazardous Material Event Reporting Zoning Verification Letter
	Emails (NOTE: These requests can take numerous hours depending on how narrow the search is. Hourly fees apply) Key words to use in search: _____ Town Email addresses to search on: _____	
<p>NOTE: RFP's are posted on BidNet.com and any requests are referred to their website to allow equal access to bid opportunities and updates at all times.</p> Other: _____		

Documents will be emailed to you or uploaded for your retrieval
Copies - \$.25 per page after 20 pages, CD's / Flash Drives - \$5, Certified Copies - \$1 per page
RECORD REQUESTS ARE COMPLETED WITHIN 3 BUSINESS DAYS UNLESS AN EXTENSION IS WARRANTED